



Development Services Department ***Façade Improvement Program*** **Grant Application Guide**

READ THE ENTIRE APPLICATION GUIDE AND FORM PRIOR TO COMPLETING

GENERAL INFORMATION AND PROCEDURES

The attached application is to be used by persons or public bodies as an application for the Façade Improvement Program. This application and any attached supporting documentation, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours. Personal information on this application is collected under the authority of the Municipal Act, as amended, and will be used in the processing of the application. Questions about the collection should be directed to the City of Belleville, Policy Planning Section, 169 Front Street, Belleville, ON K8N 2Y8. 613-967-3234.

FAÇADE GRANT PROGRAM

What is it?

The Façade Grant Program is an initiative for properties located within the Belleville Downtown Improvement Area.

The program seeks to stimulate encourage preservation of the architectural traditions upon which the character of the downtown is based.

The City of Belleville will provide a non-repayable financial contribution up to a maximum of \$20,000.00 or 75% of the cost to assist exterior appearance and/or structural quality improvements.

The City grant is intended to apply to construction costs to improve (and/or restore) the visual appearance and integrity of the building fabric or exterior façade(s). Funding may cover signage and painting costs at the discretion of the City.

The main focus is on improvements to the building streetscape but also encourages structural and weather/water proofing repairs that may be required to maintain overall building integrity. Restoration of original building features including windows is strongly encouraged.

Who can apply?

- Commercial building owners (or their agents).
- Commercial Tenants - **must** have owners approval.

What buildings qualify?

- Buildings must be located in the Belleville Downtown Improvement Area (BDIA), including those fronting on the east side of Pinnacle Street and on the south side of Dundas Street adjacent to the boundary of the BDIA.
- Buildings must not have applied for a Façade Grant within the past year.
- Existing commercial and mixed use buildings.

Please Note:

This program does not apply to buildings that are strictly zoned Residential.

What improvements are eligible for funding?

The grant can only be used on eligible **exterior work**. Restoration of original building features including windows is strongly encouraged. Examples of eligible improvements include, but are not necessarily limited to:

- masonry restoration and stabilization;
- installation of storefront awnings;
- replacement of back-lit signs with decorative front-lit signage;
- painting of woodwork and metal;
- architectural lighting improvements;
- renovation of storefronts; and
- entranceway modifications to improve accessibility for people with disabilities.

What improvements are ineligible for funding?

- landscaping;
- building insulation; and
- interior work.

What are the general design criteria?

General principles that should be followed when preparing plans for building improvements include:

- Sensitivity to existing streetscape with respect to proportions, materials, colour, signage and architectural detail;
- If building is designated as heritage approval from Heritage Belleville must be granted;
- If building is not designated, but listed in the heritage inventory, consultation with Heritage Belleville is strongly encouraged;
- Restoration to original facade (i.e. glazing, storefronts, doorways);
- Restoration or replacement of windows to original style;
- Use of original materials and historic colours where feasible;
- Use of metal cladding, vinyl and aluminum siding and other similar materials is discouraged;
- Cleaning, repainting of painted surfaces and replacement of original brick as required;
- Preservation, restoration of architectural detail; and,
- Well-designed signage in proportion to building, sensitive to the appearance of the entire streetscape.

What requirements must be met?

To avoid any delays, discuss your proposed improvements in their preliminary stages of development with the Policy Planning Division, the City's Building Division, and your design professional or contractor.

You may require a building permit to undertake your proposed improvements. If a building permit is required for the work, the project will be deemed complete upon final inspection by the Building Division. A building permit application triggers zoning by-law, sign by-law, and building code requirements. If scaffolding is required, please call the City of Belleville Building Division for an inspection once erected.

You may require a Heritage Permit if the property is designated under Part IV or Part V of the Heritage Act. If you are unsure of your property's status, please contact the Policy Planning Division.

If required, please ensure that a Road/Sidewalk Occupancy Permit is obtained before construction has commenced. If any sidewalk closures are necessary, it will be dealt with through the Transportation Department.

Contact:

Policy Planning Division 613-967-3234

Building Division 613-967-3204

Transportation Department 613-967-3275

What is the Application Process?

- Consult with Planning Staff regarding the proposed project to ensure eligibility.
- Fill out the attached application form.
- Attach a photograph of the existing façade. If the application is for a corner building, or if application is for front and rear façades, please provide pictures of both façades/sides (two photographs).
- Attach drawings/sketches of proposed improvements. Drawings/sketches must indicate what areas of the facade are to be cleaned, repaired, painted, rebuilt, resurfaced, replaced, etc., or what new features will be installed.
- Attach required appropriate approvals (see above, "What requirements must be met?").
- Provide quotes from contractors for the work.
- Return application form with accompanying photographs, drawings/sketches, approvals and contractor quotes to the Policy Planning Section on the Second Floor of City Hall. Once received, and all requested information is provided, application review will take approximately 4 weeks.

Please Note:

1. The City reviews each application and determines funding appropriate to individual projects based on relevant costs;
2. Normal maintenance and repairs such as replacement of roof, will not be approved;
3. Consideration will be given to those applicants who have not applied within the last year;
4. If the application is approved, the building owner/agent will receive a letter of approval that will outline the basic terms and conditions of approval;
5. If you undertake work prior to your application being granted and receiving your approval letter, you are doing so at your own risk; and,
6. You must not be in default of any municipal taxes, local improvements, or any other money payable to the City of Belleville (fees or penalties). Failure to meet this requirement will result in disqualification from the program.

What is the completion time limit?

Once the application is approved by the Policy Planning Division, work can commence immediately and must be completed within one (1) year.

The Commissioner of Planning may grant discretionary extensions when justified.

When will the funds be advanced?

The approved grant cheque amount for construction costs will be issued to the applicant when construction is completed, contractors have been paid and invoices submitted to the City.

Please note the grant program does not reward poor stewardship. As a result, the City of Belleville reserves the right to withhold payment of a grant to work/projects that are substandard or completed poorly; inconsistent with the Façade Improvement Program Application; or that requires a building permit and inspections have not been conducted.

The completed application is to be submitted to:
The Corporation of the City of Belleville
Engineering and Development Services Department
Policy Planning Division (2nd Floor)
169 Front Street, Belleville, Ontario K8N 2Y8
Telephone: (613) 967-3234



Engineering & Development Services Department
Façade Improvement Program
Grant Application

Location of Subject Property:	Municipal Address:	
Applicant:	Name:	Phone:
	Address:	E-Mail:
Property Owner: <small>(if different from Applicant)</small>	Name:	Phone:
	Address:	E-Mail:
Existing Use(s):		Proposed Use(s):
Has the subject property been designated under the Ontario Heritage Act, R.S.O 1990, c. 0.18? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Which facades are to be improved and what is/are the approximate surface area(s)? <input type="checkbox"/> Front _____ <input type="radio"/> ft ² / <input type="radio"/> m ² <input type="checkbox"/> Rear _____ <input type="radio"/> ft ² / <input type="radio"/> m ² <input type="checkbox"/> Side _____ <input type="radio"/> ft ² / <input type="radio"/> m ²		
Please choose the appropriate measure, square feet (ft ²) or square metres (m ²).		
Description of the proposed façade improvement works: _____ _____ _____ _____		
Quotes:	Name of Contractor providing the quote:	Total Amount of Quote (incl. taxes):
1.	_____	\$ _____
2.	_____	\$ _____
Will project funding be requested through Trenval Business Development Corporation? <input type="checkbox"/> Yes <input type="checkbox"/> No		

This Application is being made in accordance with the "City of Belleville Community Improvement Plan". The undersigned hereby applies for a Grant in accordance with the Application, drawings, specifications and quotes herewith submitted and acknowledges that the proposed work must comply with the provisions of the Building Code Act and the Ontario Building Code and any other statutes or regulations of the Province of Ontario, and all by-laws of The Corporation of the City of Belleville. I certify the truth of all statements or representations contained herein.

 Signature of Owner or Authorized Agent/Tenant
(Agent/Tenant must have owner's authorization)

 Date

Property Owner's Authorization (to be completed if an agent and/or tenant is used to represent the owner):

I, _____ being the registered owner of the subject lands hereby authorize
 _____ to prepare and submit this Application for a Façade Improvement Grant.

 Signature of Owner

 Date

APPLICATION ELIGIBILITY & SUBMISSION GUIDELINES

Please fill out the following checklist in order to accelerate the Application process.

Please refer to the **Design and Procedural Guidelines, revised October 21, 2015**, for details on any of the following points.

ITEMS REQUIRED FOR APPROVAL

	Yes	No	Notes
Completed Application form	<input type="checkbox"/>	<input type="checkbox"/>	
Detailed drawings of planned work	<input type="checkbox"/>	<input type="checkbox"/>	
Detail on building materials to be used	<input type="checkbox"/>	<input type="checkbox"/>	
Detail on colours to be used	<input type="checkbox"/>	<input type="checkbox"/>	
Two (2) independent itemized quotes from qualified contractors*	<input type="checkbox"/>	<input type="checkbox"/>	
Property taxes in good standing	<input type="checkbox"/>	<input type="checkbox"/>	

* Staff may consider specialized work with only one quote, but only to a maximum 40% Grant, subject to cost review and scrutiny.

CONSISTENCY WITH DESIGN GUIDELINES

Proposed Works

	Yes	No	Notes
Project is consistent with the original architectural design of traditional buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> N/A
Project is consistent with the building's architectural style	<input type="checkbox"/>	<input type="checkbox"/>	
Project enhances building's architectural characteristics	<input type="checkbox"/>	<input type="checkbox"/>	
Project improves overall property appearance	<input type="checkbox"/>	<input type="checkbox"/>	
Project is consistent with and contributes to adjacent buildings	<input type="checkbox"/>	<input type="checkbox"/>	
Project is sympathetic to traditional facades	<input type="checkbox"/>	<input type="checkbox"/>	

Materials to be Used

	Yes	No	Notes
Project uses appropriate window and door sizes, shapes, detailing, and locations	<input type="checkbox"/>	<input type="checkbox"/>	
New materials match texture, colour, size, shape, and detail of original materials	<input type="checkbox"/>	<input type="checkbox"/>	
Any new windows and doors closely replicate original window and door design	<input type="checkbox"/>	<input type="checkbox"/>	

Traditional Facades (Fill out this section for 19th and early 20th Century Buildings only)

	Yes	No	Notes
Project re-establishes original elements	<input type="checkbox"/>	<input type="checkbox"/>	
Project replicates original elements	<input type="checkbox"/>	<input type="checkbox"/>	
Project reflects traditional façade characteristics, outlining storefront, upper façade, and cornice	<input type="checkbox"/>	<input type="checkbox"/>	
Project removes aluminum or vinyl siding and restores original brick, stone, or wood	<input type="checkbox"/>	<input type="checkbox"/>	
Project uses natural materials such as real or replicated wood to maintain form and scale of original façade where restoration is not possible	<input type="checkbox"/>	<input type="checkbox"/>	

Signs

	Yes	No	Notes
Are part of an overall façade improvement project	<input type="checkbox"/>	<input type="checkbox"/>	
Are compatible with the building's architecture	<input type="checkbox"/>	<input type="checkbox"/>	
Are consistent with traditional façade signage	<input type="checkbox"/>	<input type="checkbox"/>	
Use original or authentic heritage colours	<input type="checkbox"/>	<input type="checkbox"/>	
Use natural materials	<input type="checkbox"/>	<input type="checkbox"/>	
Use external lighting**	<input type="checkbox"/>	<input type="checkbox"/>	

**Back-lit box signs are not eligible. The Program encourages embossed signs where appropriate.

Awnings***

	Yes	No	Notes
Are part of an overall façade improvement project	<input type="checkbox"/>	<input type="checkbox"/>	
Are compatible with the building's architecture	<input type="checkbox"/>	<input type="checkbox"/>	
Use original or authentic heritage colours	<input type="checkbox"/>	<input type="checkbox"/>	
Use natural materials	<input type="checkbox"/>	<input type="checkbox"/>	
Any lettering on an awning consists of individual block letters	<input type="checkbox"/>	<input type="checkbox"/>	
Awning colour samples are included	<input type="checkbox"/>	<input type="checkbox"/>	

*** Retractable awnings are encouraged/preferred where consistent with original building design. Non-retractable awnings that do not take away from the architectural appearance of the façade may also be permitted where consistent with architectural style of the building.

Colour

	Yes	No	Notes
Natural masonry remains unpainted	<input type="checkbox"/>	<input type="checkbox"/>	
Wood surfaces are covered in weather protective finishes	<input type="checkbox"/>	<input type="checkbox"/>	
Background finishes use muted colours	<input type="checkbox"/>	<input type="checkbox"/>	
Bright colours are used for accents only	<input type="checkbox"/>	<input type="checkbox"/>	
Historic structures have been colour tested to find original colours	<input type="checkbox"/>	<input type="checkbox"/>	
An overall colour scheme has been developed for the building which is compatible with adjacent buildings	<input type="checkbox"/>	<input type="checkbox"/>	
Paint colour samples are included	<input type="checkbox"/>	<input type="checkbox"/>	